From: gladwell4@aol.com
To: Donna Schwartz; Tiffany Alvarez; Michael Davis; Jesse Silva; Daniel Cohen; Eligio Lara
Subject: Revised Records Retention Schedules - Police
Date: Wednesday, October 9, 2024 12:01:04 PM
Attachments: How to Use Retention Schedules FY 24-25.pdf
Retention Legend - FY 24-25.pdf
CITY WIDE (Used by All Departments).pdf
Police.pdf

*** EXTERNAL EMAIL: Please use caution when opening links or attachments.***

Hi, Team,

Here are the revisions to your department's records retention schedule that we made in our meeting.

Please review and let us know if you would like any further changes, or if you approve of your department's retention schedule with the proposed changes.

All changes should be forwarded to our Project Manager, Donna Schwartz, and myself.

Attachments:

- How to Use Retention Schedules
- Retention Legend
- City-Wide (Used by ALL Departments)
- Your department's schedule (this is what needs your review / approval or edits.)

Thanks!

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-----Original Appointment-----
From: Donna Schwartz <dschwartz@cityofsantamaria.org>
Sent: Monday, October 7, 2024 12:27 PM
To: Donna Schwartz; Tiffany Alvarez; Michael Davis; Jesse Silva; Daniel Cohen; Eligio Lara; gladwell4@aol.com
Subject: Records Retention Update Project - Police
When: Tuesday, October 8, 2024 2:15 PM-3:15 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Microsoft Teams Meeting

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 217 901 804 249

Passcode: e74pgh

For organizers: Meeting options